

CSBG Discretionary Targeted Initiatives: Request for Application

Introduction	<p>The Department of Community Services and Development (CSD) announces the availability of \$1,000,000 in Community Services Block Grant (CSBG) Discretionary Funds. Agencies may submit one application for this funding for a minimum of \$50,000 up to a maximum of \$100,000. The maximum amount requested must not exceed \$100,000.</p>
Eligibility	<p>Applicants under the CSBG Discretionary Program are limited to CSBG Eligible Entities. Applications may include provision to subcontract. The population served must meet the poverty income guidelines for the CSBG program. The poverty income guidelines will continue at 100% of the most recent poverty income criterion published by the federal department of Health and Human Services.</p>
Background	<p>CSD administers the U.S. Department of Health & Human Services CSBG Program and is the State-level partner with a network of local community services providers (both public and private nonprofit organizations) throughout the State dedicated to assisting low-income Californians in achieving self-sufficiency. CSBG is designed to provide a range of services to assist low-income families and individuals in attaining the skills, knowledge and motivation necessary to achieve self-sufficiency. The program also provides low-income people with immediate life necessities to mitigate the obstacles to achieving self-sufficiency. Federal law allows states to set aside 5% of allocated funds to be used at the discretion of the State. The projects to be funded under this RFA were identified by CSD's service providers. The overall intended benefits of the projects to be funded under the CSBG Discretionary Program is to strengthen local services providers and to provide the opportunity to implement programs that benefit low-income individuals, families and communities. The projects should demonstrate strong partnerships, self sustainability and historical success.</p>
National Program Indicators	<p>Services provided with CSBG must contribute to the achievement of one or more of the following goals:</p> <ul style="list-style-type: none">• Low income people become more self-sufficient• The conditions in which low-income people live are improved• Low-income people own a stake in their community• Partnerships among supporters and providers of services to low-income people are achieved• Agencies increase their capacity to achieve results• Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments

Funding Guidelines

Funds must be used to provide services and activities having a measurable impact of the causes and effects of poverty. Funds cannot be used for purchase or improvement of land or the purchase, construction, or permanent improvement of any building or other facility.

Projected Timetable

The following time lines will be used in the application process to select and award contracts:

RFA Released	April 6, 2010
Final Date for Application Submission	May 5, 2010, 5:00 p.m.
Evaluation Period Ends	May 10, 2010
Notice of Awardees Posted	May 12, 2010
Contracts Mailed to Awardees	May 17, 2010
Contracts Due Back to CSD	June 15, 2010*
Contract Term	July 1, 2010 through June 30, 2011
<i>Note: Any contracts not returned by the June 15, 2010, due date will not be executed and the funds will be redistributed to the next highest scoring applicant.</i>	

Application Submission Requirements

All applications must be received **by** 5:00 p.m. on May 5, 2010. Each applicant must submit one (1) original and three (3) copies of the application:

Mail Delivery	In Person Delivery
CSBG Discretionary RFA Department of Community Services and Development P.O. Box 1947 Sacramento, CA 95812-1947	Department of Community Services and Development 2389 Gateway Oaks Drive, Suite 100 Sacramento, CA 95833

2010 CSBG Targeted Initiatives
Leslie Taylor, PDTS Manager
Department of Community Services and Development
P.O. Box 1947
Sacramento, CA 95812-1947

All applications whether mailed, delivered by courier service, or hand delivered must be received by CSD by 5:00 p.m., May 5, 2010. Exceptions will not be allowed and there is no appeal for not meeting the application deadline. Applications received after this time and date will be returned unopened.

**Initiative
Projects**

Applications will be accepted and evaluated that address the following:

Youth Development – Applications that will be considered within Youth Development Include:

- Mentoring programs
- Employment training programs
- Gang prevention programs
- Child care services programs
- Leadership development and training programs
- Teen pregnancy prevention programs
- Recidivism prevention programs
- Re-entry services programs
- Housing solutions programs
- Homeless services programs
- Foster youth programs
- Education programs

Employment – Applications that will be considered within Employment include:

- Job training programs
- Job placement programs
- Green jobs training programs
- Retooling workers skills

Homeless – Applications that will be considered within Homeless include:

- Shelter assistance programs
- Prevention programs
- Foreclosure prevention and education programs
- Food assistance programs

Food and Nutrition – Applications that will be considered within Food and Nutrition include:

- Obesity reduction and prevention programs
 - Nutritional counseling and education programs
 - Emergency food services programs
 - Community gardens programs
 - Increased healthy eating awareness and access to health food programs
 - Increased utilization of food stamps
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CSBG Discretionary Targeted Initiatives

APPLICATION INFORMATION

Information	Applying for a CSD competitive discretionary grant begins with the submission of an application that includes each of the documents listed on the Application Checklist. The application is to be submitted as an attachment to a cover letter prepared on the agency letterhead. The cover letter must be signed by the agency representative authorized to commit the agency to conduct the project if approved for funding.
Requested Documents	In addition to the application as an attachment applicants are to complete and submit the Discretionary Contract Work Plan (CSD 626), Board Resolution (template attached), Certification Regarding Lobbying, and Agency Total Operating Budget. These documents are requested to prevent delays with processing the contract if your proposal is selected for funding. Each of the documents along with the application budget will be incorporated into your contract by CSD staff before it is mailed to your agency for signing. This is to mitigate any delays in the execution of the contract by the June 15, 2010 deadline.
Application Preparation	The application should be prepared single sided using standard size (8 1/2 X 11") white paper, one-inch margins, no type smaller than 12 points font and <i>double spaced. The Application Narrative must not exceed ten pages.</i> The ten page limitation does not include the cover letter, budget forms, budget narrative, work plan, organizational chart, and requested attachments.
Evaluation Criteria	The Application Narrative sections will be evaluated and rated on its complete and thorough responses to each of the sections. The responses should be detailed and demonstrate an understanding of the proposed program/project. Each section has a maximum point value for a total of 100 points possible.

Application Narrative

All narratives must respond to the following and the points assigned are the maximum that can be received for each section:

**Needs
Assessment**

(15 points)

The applicant describes the need in the service area of the population to be served and the nature and extent of the problem to be addressed. Information describing how the problem or needs were identified (data, needs assessment) is included. The target group and projected number to be served and/or target area to be served are specifically identified.

**Agency
Capacity and
Experience**

(10 points)

Applicant describes the agency's overall experience and successes in operating similar programs for the same or similar groups/projects. Applicant key staff has experience in administering and managing programs. The applicant has proven performance and has been consistently compliant with CSD contractual requirements in past performance (past 3 years) of other CSD programs.

**Program
Objectives
and
Outcomes**

(20 points)

The applicant proposed objectives and outcomes of the program are clearly described, measurable, and obtainable and describe how the project will verify the achievement of the outcomes. The program goals are aligned with the National Program Indicators.

**Delivery
Strategies
and
Evaluation**

(20 points)

The applicant services and activities proposed are clearly described and provide a clear line to respond to the needs described in the Needs Assessment. There is a description of the organizations internal efforts to measure its programs operational effectiveness and client outcomes. The applicant provides a clear description of how information collected during the proposed program is collected and recorded.

**Method of
Procedure**

(5 Points)

The applicant clearly describes the significant phases – the beginning, operations and final phases of the proposed project.

**Community
Resources**

(10 Points)

The applicant provides a complete description of all other available community resources working toward the same or similar outcomes for the proposed target group/project and the barriers or gaps in service. Applicant identifies all collaborative partners and completed describes how its roles and responsibilities will be coordinated to promote program effectiveness.

**Sustainability
of project
Points**

(15 points)

The proposed program/project will continue after the end of the grant funds. The applicant provides a detailed description of how the program/project will be sustained at the end of the contract term.

Budget

(5 points)

Please completed the following budget forms:

- CSD 425 .S. Budget Summary
- CSD 425 .1.1 Budget Support Personnel
- CSD 425.1.2 Budget Support Non Personnel
- Budget Narrative

Applicant resources requested are reasonable to accomplish the project. Totals costs are consistent with anticipated results. Attach a detailed budget narrative that provides a clear description of how the funds for each line item will be used for this proposed project.

**Appeal
Process**

All funding decisions are made at the sole discretion of CSD. There is no appeal process.

**Contact
Person**

If you have any questions, contact Leslie Taylor at ltaylor@csd.ca.gov.

**Proposal
Stack Order
List**

See the Attachments and Stack Order checklist to assemble in order all the documents for submission and to ensure all documents are included.

2010 CSBG DISCRETIONARY TARGETED INITIATIVES
APPLICATION STACK ORDER CHECKLIST

The proposal narrative and attachments must be assembled in the order listed below

ATTACHMENTS AND STACK ORDER

Check each box when completed

- ☐ Cover Letter on agency letterhead signed by authorized representative
- ☐ Organizational Chart
- ☐ Application Narrative – Not to exceed ten pages, single side, 8 ½ X 11 paper, and double spaced
 - ☐ Needs Assessment
 - ☐ Agency Capacity and Experience
 - ☐ Program Objectives and Outcomes
 - ☐ Delivery Strategies and Evaluation
 - ☐ Method of Procedure
 - ☐ Community Resources
 - ☐ Sustainability of Project
 - ☐ Budget (Does not count in the five (5) page narrative limit).
 - ☐ Budget Narrative (Does not count in the five (5) page narrative limit).

REQUIRED ATTACHMENTS for INCORPORATION INTO CONTRACT IF AWARDED
(Not Scored)

- ☐ Identification of Project Manager (Name, Title, Phone Number , Email Address)
- ☐ CSD 626. Discretionary Contract Work Plan
- ☐ Board Resolution
- ☐ Certification Regarding Lobbying
- ☐ List of Other Agency Operating Funds